Mandatory Declaration for International Shipments

A user guide on declaring your international packages & parcels

From 1 January 2021, declaration is mandatory for the following:

Basic Package (International)

Registered Package (International)

Speedpost (International)

The declaration of your shipment details is essential for international security and the facilitation of customs clearance at the destination country/territory. **Packages or parcels without proper and accurate declaration will result in delays or may be returned to the sender without refund.**

To declare your packages and parcels, visit the ezy2ship website before posting.

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Prepare the following information before you begin the declaration process:

- **Details of your shipment (content, weight, value)**
- **Sender and recipient information (name, full address, contact number)**
- **A valid credit/debit card for payment**
- **A printer to print the postage label**

* If you do not have a credit/debit card or printer, you may complete the transaction and make payment using NETS at selected SAM kiosks.

Log on to www.ezy2ship.net or Scan QR Code. Select 'Create Shipment' to begin.

Login to

or

Scan here

www.ezy2ship.net/shipment/step-one

Brief Information

Brief Information

Where are you sending from?

Country *   SINGAPORE   🔍 Search from Address Book

Postcode *   642679

Where are you sending to?

Country *   AUSTRALIA   🔍 Search from Address Book

Postcode *   6000

Enter shipment details

Select your type of shipment

✉ Document   📦 Parcel / Small Packet

Total declared value *   SGD ▾   30

1 Enter **Shipping Details**

Enter shipment details

Select your type of shipment

✉ Document   📦 Parcel / Small Packet

Total declared value *   SGD ▾   30

Parcel / Small Packet 1

Select your type of Parcel / Small Packet

✏ Enter Manually

Click here to view the mail size guide

Measurements

Weight * 1.2 kg   Length * 10 cm   Width * 10 cm   Height * 3 cm

⊕ ADD PARCEL

2

Select **Type of Shipment: Parcel/Small Packet** and enter **Declared Value of package**

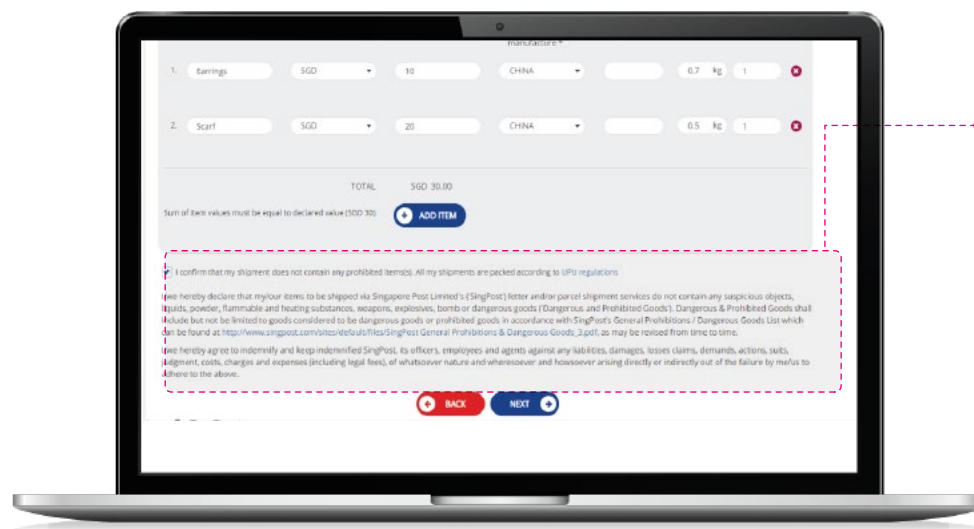**3** Enter **package Measurements**

3
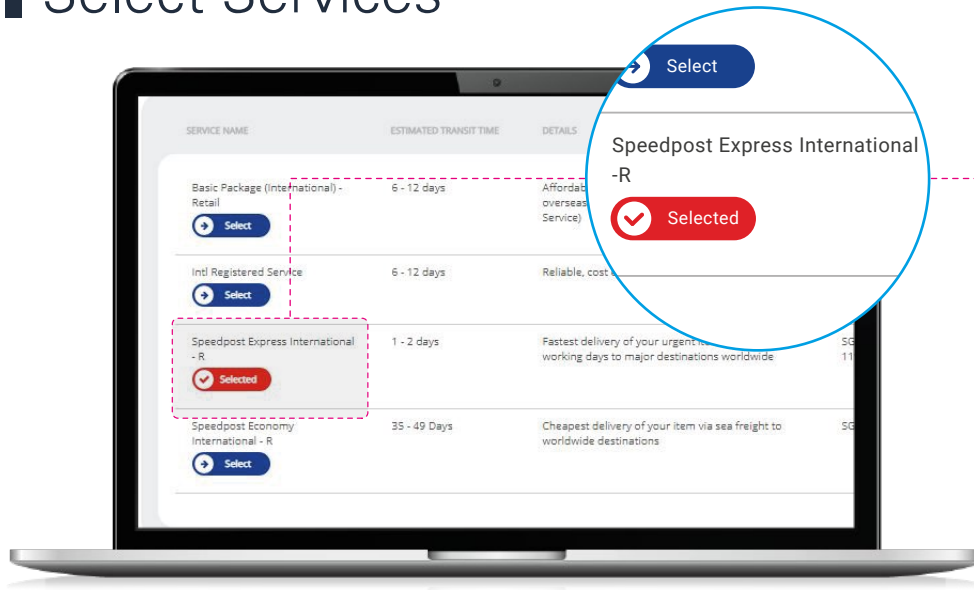
Select Services

3 Select preferred **Service Type**

Shipment Details
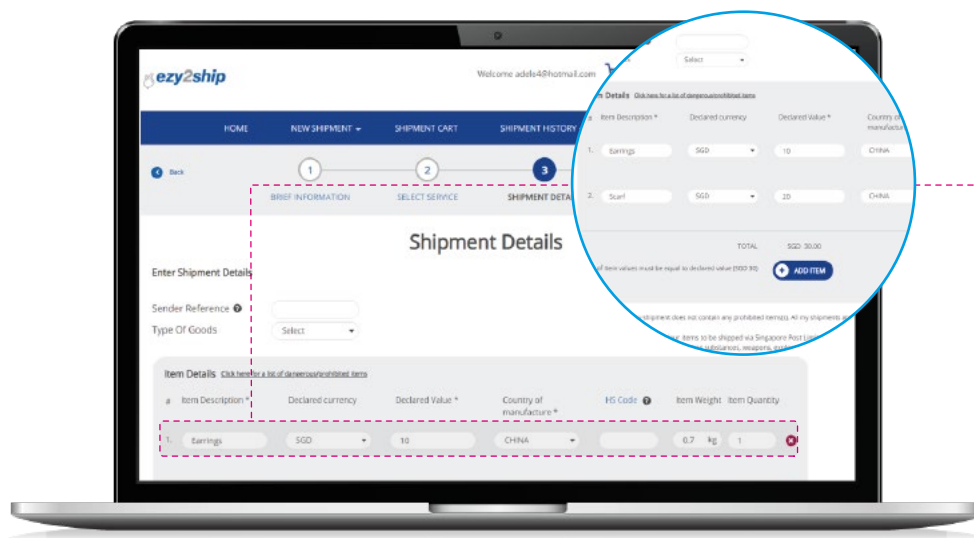
4 Enter **Item Details**

5 Read through the Terms & Conditions before agreeing

Delivery Details

6 Enter **Sender Details**

7 Enter **Recipient Details**

Payment
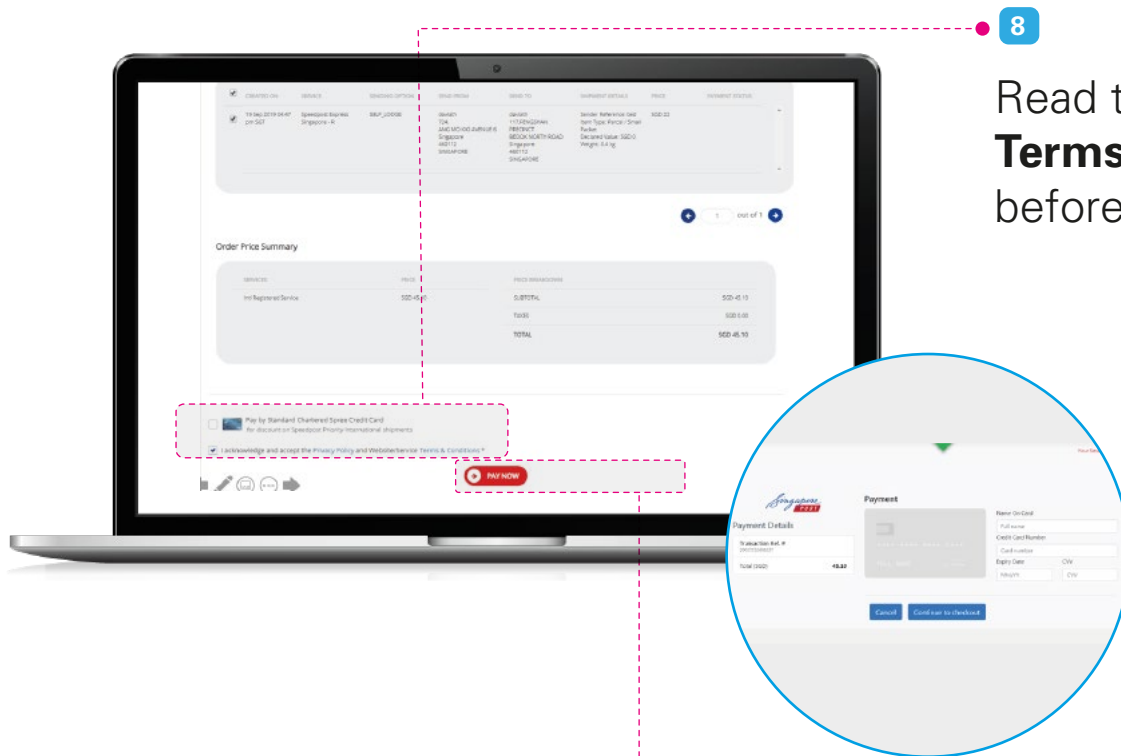
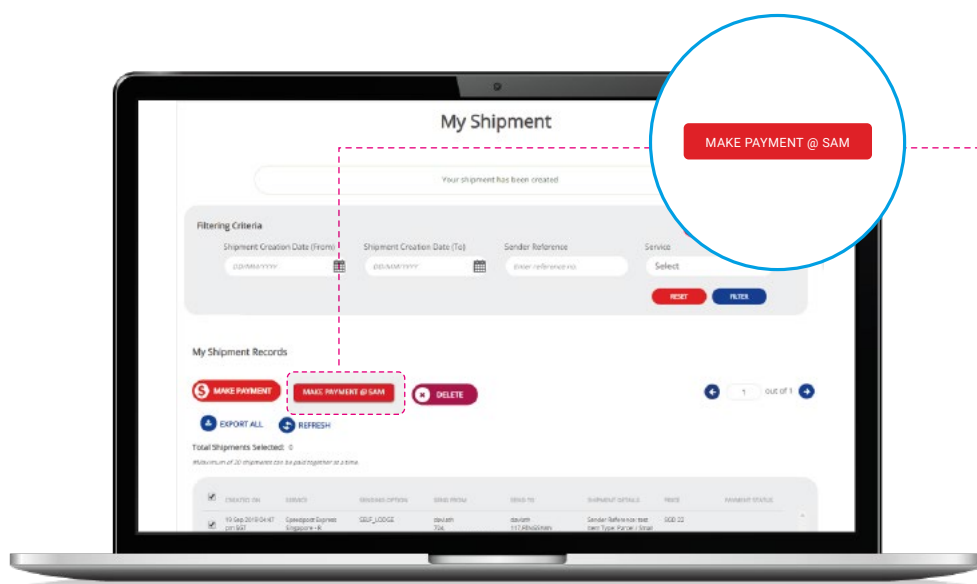**8** Read through the **Terms & Conditions** before agreeing

9 Click **PAY NOW** and complete payment
Accepted payment: Visa, Mastercard

> For **Basic packages** *(Postage label prefixed by "U"), please drop off at any posting box.*
>
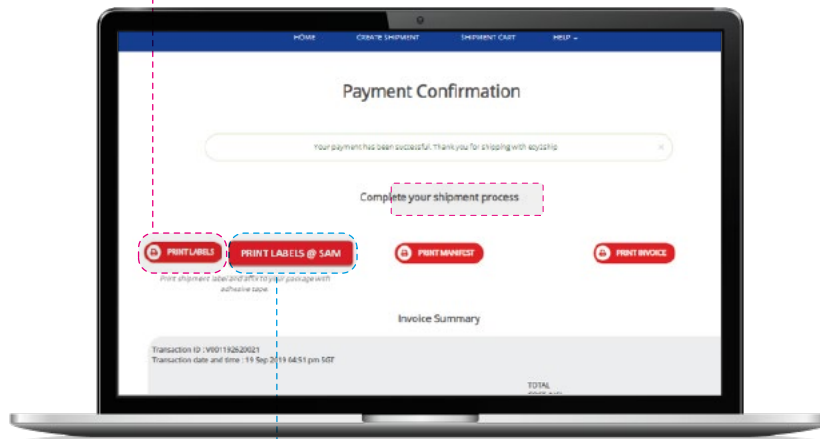> For **Registered packages** and **Speedpost parcels**, *please drop off at any post office.*

10 Select **Make Payment @SAM** to pay and print your shipping label at selected **SAM kiosks**

Click here to view the steps

Print Label

11 Print **Shipping Label** from your printer

12 **No printer? Print Labels at SAM Kiosk.**

A copy of the SAM Manifest will be sent to your email. Please bring along this document to selected SAM kiosks for printing of the shipping label.
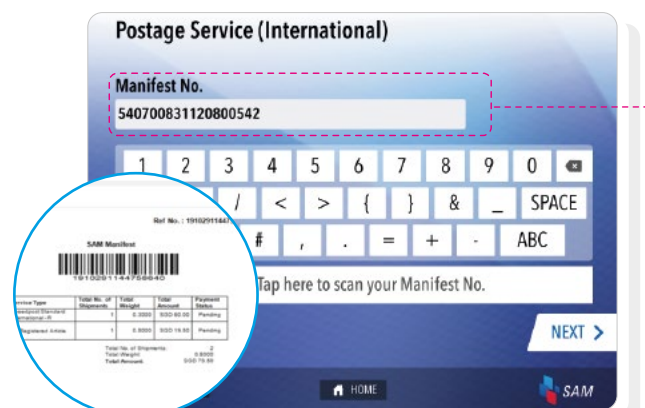
Visit **www.singpost.com/locate-us** to locate a SAM kiosk.
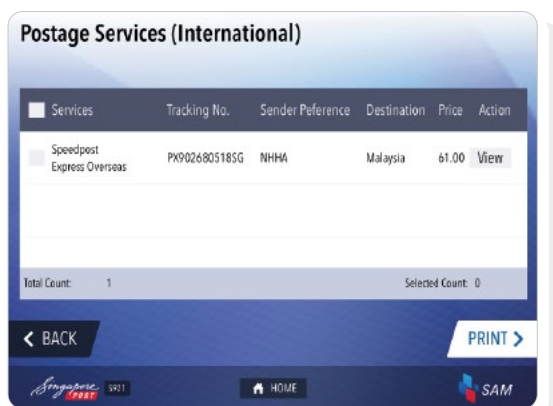
Click here to view the steps
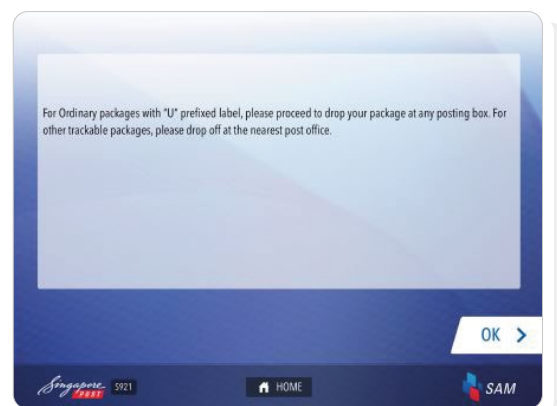
Print Shipping Label at SAM Kiosk

1 Select **EZY2SHIP**

2 Enter **Manifest Number** or **Scan the Barcode on manifest document**
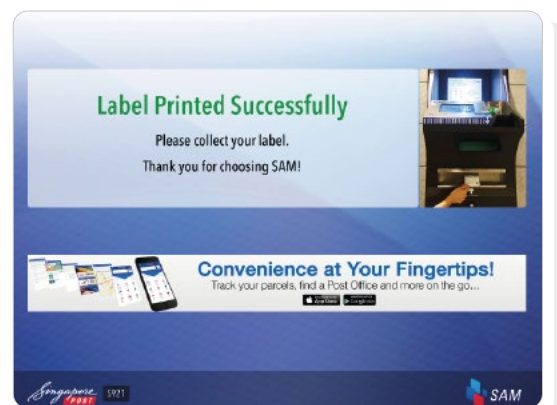

3 Review **shipment details** and Select **Print** to proceed

4 For **Basic packages** (Postage label prefixed by "U"), please drop off at any posting box

For **Registered packages** and **Speedpost parcels**, please drop off at any post office
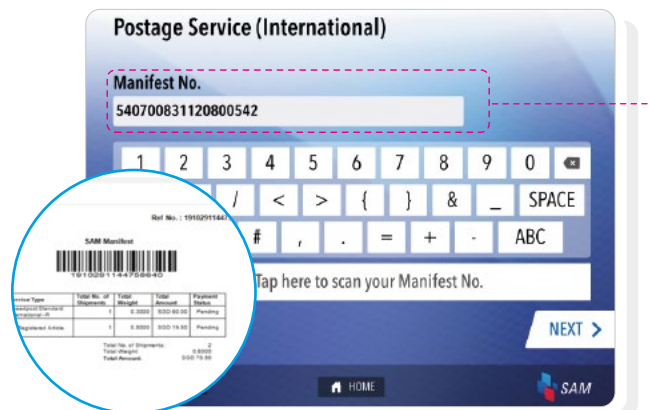

5 Printing Shipping Label

6 Shipping Label printed successfully. **Collect label** and **affix on package** for drop-off
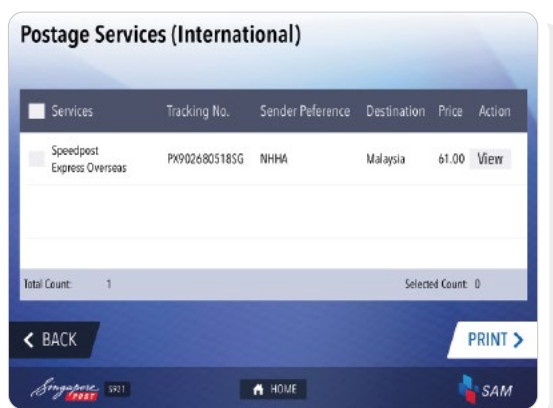
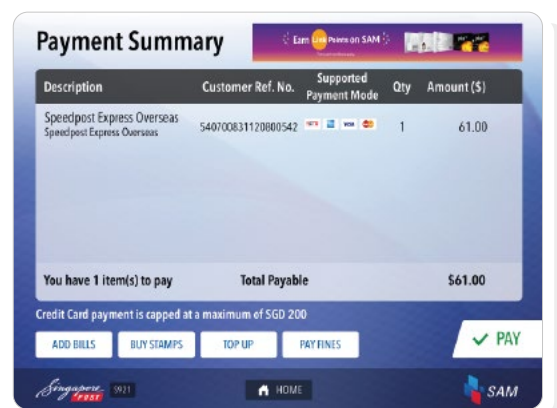# Pay and Print shipping label at SAM Kiosk

1 Select **EZY2SHIP**

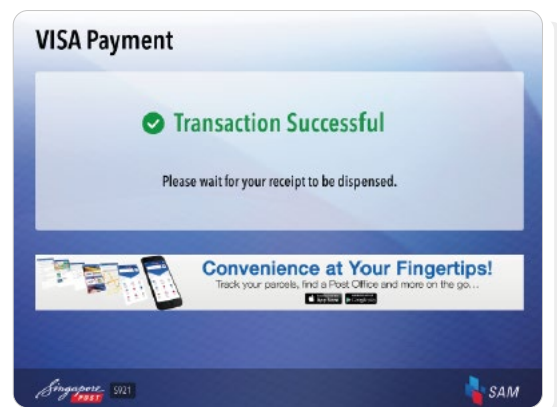**2** Enter **Manifest Number** or Scan the Barcode on manifest document

3 Review shipment details and Select **Pay** to proceed

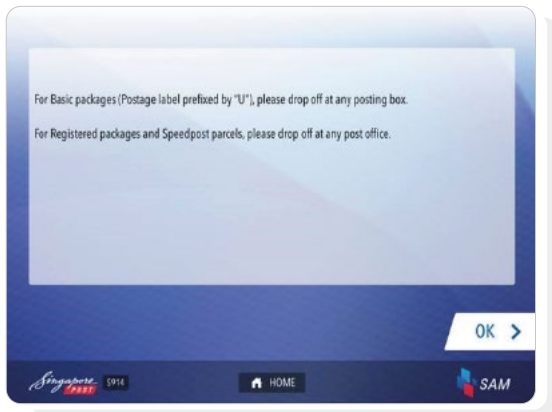**4** Review Payment Summary and Select **Pay** to proceed

5 Select a preferred **Payment Method**

6 If transaction is successful, shipping label will be printed
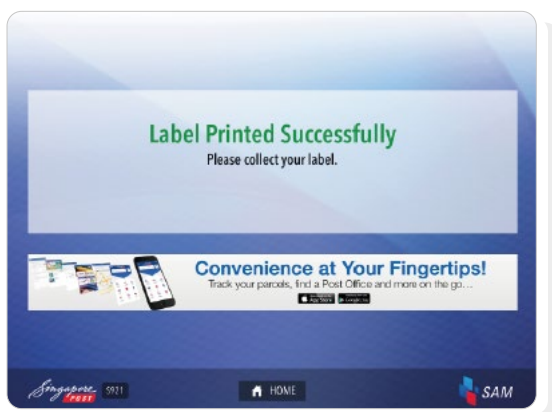
Pay and Print shipping label at SAM Kiosk

7 For **Basic packages** (Postage label prefixed by "U"), please drop off at any posting box

For **Registered packages** and **Speedpost parcels**, please drop off at any post office

8 Wait for your label to be printed

9 **Collect your label** from the tray and **paste on your package/parcel**